

Lunch & Learn

These are great ways to combine informal training or skill development and a meal with your colleagues. They are also excellent for creating a culture of learning at your firm.

Ideas

Here are a few suggestions to consider to receive maximum benefit from lunch & learn events.

1. **Be transparent.** Make sure every attendee knows and understands what the session is about, and the intended outcome.
2. **Make it entertaining.** Keep the event fun while learning at the same time. Although it should be structured, it shouldn't feel like an ultra-formal session.
3. **Know who your target audience is. Is this event for client-facing advisors and support staff only? Or is it for everyone in the firm?**
4. **Location, location, location.** Lunch and learns don't always have to take place in the office break or conference room. Many moderately priced restaurants offer private rooms for events just like this.
5. **Set up a cadence for learning events.** Make them a regular occurrence. Having regularly scheduled lunch and learns will help build your culture of learning.
6. **Promote!** Calendar invitations are the most effective way to get the word out about your lunch & learn. Also, instant messaging is an excellent complement to calendar invites.
7. **Remote employees.** Teammates working from home shouldn't feel left out. Include them.
8. **Record the event.** If at all possible, record the lunch & learn and make it available.

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